

**COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY  
AND AFFIRMATIVE ACTION**

It is and will continue to be the policy of the City of Bowling Green to be an equal opportunity employer. As Mayor of the City of Bowling Green, I wish to emphasize my commitment and the commitment of the City of Bowling Green's administration to maintaining the principle of equal employment opportunity and achieving affirmative action progress. This policy and the procedures and actions for implementation of the City's affirmative action plan are fully supported by the City administration, and resources will be made available to effectuate the AAP's goals and objectives.

In furtherance of the City's EEO policy, the City of Bowling Green will continue to recruit, hire, train, and promote into all job categories the most qualified persons without regard to race, color, religion, age, gender/sex, pregnancy, national origin, marital status, sexual orientation, creed, ancestry, disability, political ideology, veteran status, military status, gender expression, gender identity, family status, physical characteristics, HIV-status, or genetic information. In addition, the City of Bowling Green will continue to administer all personnel matters, including compensation, benefits, transfers, layoffs, City-sponsored training and education, and any other social or recreational programs in accordance with the City's EEO policy.

The City of Bowling Green is committed to basing all employment and personnel decisions on objective, performance-related criteria and to eliminating any inadvertent underutilization of qualified minorities and women.

The City's personnel office, under the direction of Barbara A. Ford, is responsible for implementing, monitoring, and reporting on the progress of the City's AAP. Specifically, the personnel division is charged with responsibility for:

- establishing job descriptions and selection criteria that reflect actual job needs and are tailored to job performance;
- reviewing and revising, if necessary, the City's employment practices to improve any inadvertent underutilization of qualified minorities and women;
- actively recruiting qualified minority and female candidates for openings in City employment; and
- creating and implementing developmental opportunities to improve any inadvertent underutilization of qualified minorities and women.

The City of Bowling Green is also committed to the following specific steps designed to foster utilization of qualified minorities and women through affirmative action:

- workforce analysis and internal review of all personnel activity to identify any areas of inadvertent underutilization;
- creation and implementation of hiring and promotion goals in any areas of inadvertent underutilization; and
- creation and implementation of internal procedures to monitor, measure, and report on affirmative action progress to top-level City administrators.



Richard A. Edwards, Mayor



Date

**STATEMENT OF THE PERSONNEL DIRECTOR**


It is the policy of the City of Bowling Green, Ohio to maintain and further the principle of equal employment opportunity. Applicants are recruited, selected, and hired without regard to race, color, religion, age, gender/sex, pregnancy, national origin, marital status, sexual orientation, creed, ancestry, disability, political ideology, veteran status, military status, gender expression, gender identity, family status, physical characteristics, HIV-status, or genetic information. Furthermore, segregated facilities, single-sex job classifications, and other unlawful and discriminatory practices are not permitted or practiced by the City of Bowling Green. The City of Bowling Green is committed to eliminating discriminatory practices in employment and fostering the recruitment, development, and retention of qualified minorities and females through action-oriented programs.

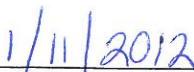
Personnel practices and employment decisions, including compensation, benefits, training, promotion, transfer, layoff, Company-sponsored education, and other social and recreational programs, are administered based on job performance, experience, qualifications, and merit, and without regard to race, color, religion, age, gender/sex, pregnancy, national origin, marital status, sexual orientation, creed, ancestry, disability, political ideology, veteran status, military status, gender expression, gender identity, family status, physical characteristics, HIV-status, or genetic information.

In furtherance of the City's affirmative action goals and objectives, we will focus our efforts on recruiting qualified minority and female applicants for all positions that become available within the City of Bowling Green. In addition, we will continue to identify minorities and females who, based on merit and performance, should be given consideration and support for continued development and upward mobility.

The City of Bowling Green will also develop and follow internal procedures to analyze, monitor, and report on the effectiveness of the City's affirmative action efforts, in accordance with the provisions of the AAP. Particular attention will be addressed to identifying areas of inadvertent underutilization and implementing action-oriented programs designed to make a good-faith effort toward eliminating such underutilization.

As Personnel Director, I assume responsibility for the implementation, monitoring, and reporting of the AAP. I will delegate responsibility as necessary with the goal of effectively providing the support and resources necessary to make a good-faith effort toward accomplishing the AAP's goals.

  
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Barbara A. Ford, Personnel Director

  
\_\_\_\_\_  
Date

Policy Statement

DISABLED & VIETNAM-ERA VETERAN AFFIRMATIVE ACTION PLAN

It is the policy of the City of Bowling Green, Ohio to provide equal employment opportunity and affirmative action to all qualified disabled individuals, veterans of the Vietnam Era, and disabled veterans. No employee or applicant for employment will be discriminated against because of any physical or mental disability with regard to any position for which the individual is qualified and able to perform the essential job functions with or without reasonable accommodation. This policy extends to all aspects of the employment process including recruitment, hiring, demotion, transfer, layoffs, training, compensation, and termination.

The City of Bowling Green will insure that the total employment process provides affirmative action and equal employment opportunity for disabled individuals. Potential accommodations will be considered on a case-by-case basis, thereby enabling realistic evaluation of each known disabled applicant, the essential functions of the job, and any accommodation consistent with business necessity and reasonable cost which permits safe performance of the essential job functions. Our commitment provides for full and equal participation of all qualified disabled applicants and employees at all levels of employment, including managerial positions.

  
Barbara A. Ford, Personnel Director

  
Date